

MAGISTRATE SHERWOOD'S ZOOM INSTRUCTIONS:

- **Desktop PC's and Laptops:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using **Meeting ID: 869 442 9327** and **Password: 2020505**.

- **Tablets and Phones** (Apple and Android): Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call, launch the Zoom app and join using **Meeting ID: 869 442 9327** and **Password: 2020505**.

- **Phone Call Only:** Call 646-876-9923 or 669-900-6833 and connect using **Meeting ID: 869 442 9327** and **Password: 2020505**.

***** PLEASE ENTER YOUR ZOOM PROFILE NAME USING YOUR FIRST AND LAST NAME PRIOR TO ADMISSION INTO THE ZOOM HEARING ROOM. *****

***Note:** Once you are "in room waiting for host" a **delay will occur** while waiting for your case to be called. Length of delay will depend on the number of cases scheduled. Call court after 30 minutes for updates if your case has not been called.

***Note:** The Meeting ID and Password will remain the same for all hearings if scheduled with the same Judge.

***If you are unable to appear remotely,** you must contact District Court @ (517) 540-7648 or email civildept@livgov.com at least 5 DAYS PRIOR TO SCHEDULED COURT DATE.

***Failure to appear** may result in a judgment/dismissal being entered against you.

Zoom Courtroom Etiquette

- * **It is important to keep in mind that we are "virtually" appearing in a Court of Law.**
- * Log-in 15 minutes prior to your scheduled court date to ensure on-time connection to Zoom.
- * Once you log in to Zoom, you will be placed in the waiting room. make sure your first and last name are entered upon log-in. Note: name can also be updated while in the waiting room.
- * As soon as you enter the Zoom Courtroom you **MUST** mute yourself and remain muted until you are called upon to speak by the Judge.
- * **You MUST wear Courtroom appropriate attire.**
- * Remain seated during the entire proceedings. NO laying down, moving about, or doing other things while attending court.
- * Make sure your face is visible in the camera with appropriate lighting.
- * **DO NOT smoke or vape while attending Zoom court.**
- * **DO NOT eat or drink while attending Zoom court.**
- * NO talking during court proceedings unless it is YOUR turn to speak.
- * NO profanity or inappropriate conversations while in court.
- * Stay on Zoom until you are dismissed by the Judge.
- * If you get disconnected during the court proceedings, please log back in. If you are unsuccessful, you **MUST** notify the court immediately at (517) 540-7648.